

## REGIONAL NAF PERSONNEL OFFICE

### MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

## VACANCY ANNOUNCEMENT

01/28/04

Does not confer to Civil Service Status

POSITION: **Accounting Technician**  
NF-0525-03

ANNOUNCEMENT# **SP 28-04**

Salary: Negotiable

LOCATION: MWR Dept., Central Accounting Office/NSA  
Norfolk, VA 23511

CLOSING DATE: Open Until Filled

**AREA OF CONSIDERATION: Open**

(1) Position, Full-time

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Maintains and reconciles budget and accounting records by implementing principles of accounting and double entry bookkeeping. Records consist of various journals and general ledgers, including numerous asset accounts, liability accounts, and operating accounts. These also include purchase orders, daily activity record summaries (DARS), transfer documents, merchandise and consumable inventories, general journal vouchers and accrual journal vouchers. Posts general ledger accounts from original documents received. Reviews, examines, verifies, and analyzes for validity, completeness and accuracy. Work assignments may encompass both accounts receivable and accounts payable functions. Verifies purchase orders and other procurement documents to ensure purchases are authorized and invoices are reconciled for payment to vendors. Verifies transfer documents, reconcile DAR clearing account and post inventory submissions. Inventory responsibilities include calculating monthly cost of goods sold figures. Maintains files of all source documents, correspondence and messages pertaining to financial records and accounting data. Types all necessary reports, documents, and memorandum as required. At the end of the accounting month, ensures accuracy of all assigned general ledger postings, reconciles general ledger balances with subsidiary ledgers and closes assigned accounts. Generates and mails monthly accounts receivable statements. Reports imbalances to supervisor for guidance. Performs other duties as assigned.

**QUALIFICATIONS:** Must be a high school graduate or equivalent with at least two years of experience in accounting. Must possess a basic knowledge of and understanding of an integrated double entry accrual accounting system. Must possess a working knowledge of a calculator, electric typewriter and personal computer applications to maintain various financial accounts and perform retail accountability. Must possess the ability to analyze and reconcile accounts, and the ability to pinpoint discrepancies and determine proper entries. Must be able to identify a source document and understand its purpose. Must possess knowledge of the interrelationship of accounts and effect of debit and credit transactions on the overall accounting system.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road, Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-**VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

JOB Line: 440-JOBS (5627)